

Van Buren County Brownfield Redevelopment Authority Special Meeting Minutes December 18, 2019

Board of Commissioners Room, 219 E. Paw Paw Street
Paw Paw MI 49079

1. **Note for the Record**—The Regular Meeting scheduled for December 11, 2019, was canceled by the Chair due to the lack of quorum. Today's Special Meeting was called by the Chair and noticed and posted as provided by Michigan law. The notice for this meeting provided that all items that would be in order at a regular meeting may be considered at this meeting.
2. **Call to Order and Determination of Quorum**
At 3:32 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (8): Chair Lisa Phillips, Vice-Chair Jan Petersen, Gail Patterson-Gladney, Cynthia Compton, Sarah Moyer-Cale, Katie Strohauser (arrived at Item 7), Zachary Morris (arrived at Item 7) and Dr. Patrick Creagan; **Board Members Absent and Excused (1):** Kate Hosier; **Board Vacancies: (0).** A quorum (6 of 9) is initially present.

Staff/Others Present: Secretary-Treasurer Wayne Nelson; Environmental Consultant Erik Peterson; Mike DeGrandchamp for applicant 10336 Blue Star Highway, LLC; Linda Marcon for the 23944 Red Arrow Hwy project.
3. **Approval of Agenda**--Motion by Petersen, supported by Patterson-Gladney, to approve the Chair's prepared agenda as adjusted. Approved by a vote of 6-0.
4. **Approval of Minutes of Regular Meeting held November 13, 2019**--Motion by Creagan, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held November 13, 2019. Approved by a vote of 6-0.
5. **Public Comment**—None
6. **Correspondence**—None
7. **Members Arrive**--Zach Morris Arrives at 3:35 pm; Katie Strohauser Arrives at 3:38 pm--A quorum (now 8 of 9) remains.
8. **Secretary-Treasurer's Report**--Nelson presented a written report, with the following action items:

a. Invoices for approval

Amount	Vendor	Invoice #	Invoice Date	Reason
	EPA Grant Invoices:			
\$ 1,021.25	Envirologic Technologies Inc	06081	2019-12-05	413 W Delaware; B-Plan
16,350.00	Envirologic Technologies Inc	06082	2019-12-05	23944 Red Arrow; Phase II
1,207.50	Envirologic Technologies Inc	06084	2019-12-05	804 S Kalamazoo; BEA/DDCC/B-Plan
71.25	Envirologic Technologies Inc	06085	2019-12-05	67901 Red Arrow; B-Plan
71.25	Envirologic Technologies Inc	06086	2019-12-05	05585 Blue Star; B-Plan
\$ 18,721.25	Envirologic Sub-Total			
-	(no other EPA Grant Invoices)			
<u>\$ 18,721.25</u>	Total of EPA Grant Invoices			

Motion by Compton, supported by Morris, to approve payment of the above invoices totaling \$18,721.25. Approved by a vote of 8-0.

b. Advance Payment for Travel Vouchers

Motion by Patterson-Gladney, supported by Compton, to approve advance payment of travel vouchers for board members who attended the 2019 National Brownfields Conference, if the Secretary-Treasurer determines that payment is in conformance with the travel policy, and subject to BRA Board confirmation at a future meeting. Approved by a vote of 8-0.

c. Set 2020 Initial Meeting and Regular Meeting Schedule

Nelson presented a draft 2020 meeting schedule that keeps regular meetings on the 2nd Wednesday of each month at 3:30 pm, in the Board of Commissioners Room, 219 E Paw Paw St, Paw Paw MI 49079. Motion by Morris to adopt, publish and post the attached schedule to set the 2020 Initial and Regular Meetings and to place the matter on the agenda for the January 8, 2020, meeting for confirmation under the Open Meetings Act. Approved by a vote of 8-0.

9. New Business—

a. 10336 Blue Star Highway, South Haven Township—Erik Peterson introduced Mike DeGrandchamp of 10336 Blue Star Highway, LLC, the applicant for a project and EPA Grant funding request at that site. Mr. DeGrandchamp and Mr. Peterson presented information about the project and answered questions from the Board. Mr. Peterson presented proposed Work Order #33.

Motion by Morris, supported by Patterson-Gladney, to approve the project application, to approve Work Order #33 totaling up to \$20,500 with each component contingent on completion of the prior component with indication that the component is appropriate, conditioned on completion of a signed Development Agreement and receipt of the application fee. Approved by a vote of 8-0.

b. Possible new application—Erik Peterson indicated that there may be a new application for a site in the City of Gobles, but that additional information is needed before the matter is ready for Board action.

10. Old Business—

a. Consideration of Logo—The Board reviewed three logos for consideration as the VBCBRA official logo.

Motion by Moyer-Cale, supported by Compton, to designate a cleaned-up and copyrighted version of the following graphic as the official logo of the VBCBRA.



Adopted by a vote of 8-0.

b. 23944 Red Arrow Hwy—Linda Marcon of Marcon Venture LLC, the project applicant, was present and Eric Peterson explained that the Phase II testing indicated some level of issue regarding arsenic. Mr. Peterson presented proposed Work Order #32 that would provide for additional sampling and, if indicated, a response activity plan and a pre-demolition asbestos survey, totaling up to \$16,400. Motion by Patterson-Gladney, supported by Compton, to approve Work Order #32 for up to \$16,400. Approved by a vote of 8-0.

c. Members Depart—Cynthia Compton leaves at 4:28 pm; Gail Patterson-Gladney leaves at 4:49 pm. A quorum (now 6 of 9) remains.

d. EPA Grant Project Updates--Erik Peterson gave brief verbal updates on EPA Grant projects as follows:

99 Walker Street in Lawton is back on an active track.

153 Commercial Ave—Phase I complete, application fee paid, Development Agreement signed, problems encountered and property owner may substitute for applicant in near future;

804 S Kalamazoo St—Applicant has acquired parcel; some tank cleanup likely;

67902 Red Arrow Hwy—Brownfield Plan progressing, owner awarded EGLE Recycling Grant;

05585 Blue Star Hwy-- Brownfield Plan progressing

11. Brownfield Plans—There was no updated information the existing Brownfield Plans.

12. Adjournment

There being no additional business, the meeting was adjourned by the Chair at 5:00 pm.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE (formerly MDEQ)	Agency	Michigan Department of the Environment, Great Lakes, and Energy (formerly MI Department of Environmental Quality)
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC	Agency	Van Buren County Board of Commissioners
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor

2020 Regular Meeting Schedule

Regular Meetings of the Van Buren County Brownfield Redevelopment Authority will be held in 2020 as follows.

Days/Dates/Times/Additional Purposes of meetings:

<i>Day of Week</i>	<i>Date</i>	<i>Time</i>	<i>Additional Purpose</i>
Wednesday	January 8, 2020	3:30 pm	Initial under Open Meetings Act
Wednesday	February 12, 2020	3:30 pm	
Wednesday	March 11, 2020	3:30 pm	
Wednesday	April 8, 2020	3:30 pm	
Wednesday	May 13, 2020	3:30 pm	
Wednesday	June 10, 2020	3:30 pm	Annual under By-Laws/Officer Elections
Wednesday	July 8 2020	3:30 pm	
Wednesday	August 12, 2020	3:30 pm	
Wednesday	September 9, 2020	3:30 pm	
Wednesday	October 14, 2020	3:30 pm	
Wednesday	November 18, 2020	3:30 pm	(The 3 rd Wed due to Veterans Day)
Wednesday	December 9, 2020	3:30 pm	

Place of all meetings: Board of Commissioners Room, 2nd Floor
County Administration and Land Services Building
219 E Paw Paw St
Paw Paw, MI 49079

The Brownfield Redevelopment Authority reserves the right to cancel any of these meetings if there would not be any items of business to consider or if a quorum would not be present. Please call Anna Cerven at 269-657-8253 or check the County's website at https://www.vbco.org/brownfield_meet.asp to check on any meeting changes.



If you want to attend a meeting and require a special accommodation due to impairment or disability, please contact Anna Cerven by phone at 269-657-8253 or email at <mailto:CervenA@vbco.org> so that we may do our best to arrange such accommodation.